

**STAFF MEETING
MINUTES
21 MARCH 2001**

The meeting was called to order by LTC LEVITT at 1930 hrs.
Pledge of Allegiance was recited and a moment of silence was observed for LTC Richard Hazelwood.

Roll Call by LTC Levitt:

Attendance:

CTWG COMMANDER	COL PAYNE
COMMANDER'S ADMINISTRATIVE ASST.	MS. LEONE
VICE COMMANDER	MAJ OSBORN
CHIEF OF STAFF	LTC LEVITT
AF/CAP CTWG LNCO	MSGT LARA, SR.
MA/RI/CT LO	LTC ISABELLE (NP)
USAFR (IMA)	MAJ CASSELLA (NP)
USAFR (RAO)	MAJ FURR (NP)
CTWG AFEPLO	LTC OLMSTED (NP)
DIRECTOR OF CADET PROGRAMS	MAJ MARTEKA
DIRECTOR OF COMMUNICATIONS	CAPT VALLEAU (EX)
DIRECTOR OF INFOR. MGMT/COMM ASST.	MAJ WROBEL
INFORMATION MGMT OFFICER	CAPT SCHINITIS
COMMUNICATIONS ASSISTANT/RAPID RESP.	MAJ PALMER
RAPID RESPONSE ASSISTANT	1LT GRAVES (NP)
DIRECTOR OF COUNTERDRUG	MAJ OPINSKI (NP)
FINANCE OFFICER	CAPT GRAY (EX)
INSPECTOR GENERAL	LTC MCDONOUGH (EX)
DIRECTOR OF SAFETY	LTC ROGERS
DIRECTOR OF OPERATIONS/EMER.SERVICES	MAJ CARROLL
DDR/ES ADMIN. ASSISTANT	CAPT CARROLL
GROUND OPERATIONS COORDINATOR	1LT SLEDGE
STAN/EVAL OFFICER & SAFETY ASSISTANT	CAPT HOLLIS (NP)
DIRECTOR OF PERSONNEL & ADMIN.	CAPT SCHINDLER (EX)
INTERNAL AEROSPACE OFFICER	1LT SCHINDLER
LEGAL OFFICER	CAPT STEADMAN (NP)
SUPPLY/TRANSPORTATION/REAL EST. OFF.	LTC BRIGNOLA (EX)
SUPPLY ASSISTANT	LTC MYLCHREEST (NP)
AIRCRAFT MAINTENANCE	1LT SULLIVAN (NP)
HISTORIAN	LTC HORNER
OPERATIONS TRAINING OFFICER	1LT SHAPIRO
EMERGENCY SERVICES ASSISTANT	CAPT FLETCHER (NP)
DIRECTOR OF SR PROG & PLANS & PROG	MAJ SCHINDLER (EX)
PUBLIC AFFAIRS OFFICER	1LT PIENKOSZ

(NP) – Not Present (REP) – Representative (EX) – Excused

MAJ MARTEKA:

- We submitted 20 applications to National for Special Activities – they are currently researching the fact that they only have applications for 14 cadets.
- CAPT Carroll and I have visited 06014, 06073 and 06074 and will continue to visit the remaining squadrons.
- I have received the minutes of the CAC meetings and will begin to transcribe them.

CAPT CARROLL:

- 7 Apr 01 – Color Guard Competition - Hartford Brainard Armory - 0800-1600 hrs. Everyone is welcomed.
- DDR – Any staff member that wants to run a program through Wing Headquarters, please see me. Dollars can be allocated as long as the program is cadet oriented.

MAJ CARROLL:

- CN Telecast was held this past weekend and we had 16 members participate. For those of you who did not receive the booklet, I now have them – please see me. Thank you to MAJ Osborn for setting up the 103rd for this event.
- Springtime is coming – the boaters will be out – Be Safe.

1LT SHAPIRO:

- 31 Mar 01 – Pre Eval – we are on track. Updated information is on the web page.

1LT SCHINDLER:

- 2 June 01 – Aerospace Conference in Schenectady, NY. This is open to everyone.

LTC HORNER:

- Reminder – please submit the reports of what you did in calendar year 2000.

LTC ROGERS:

- We have a good safety record so far – keep up the good work!
- Close out summary has been done.
- Summary on missing reports has been done – 95% reporting rate for 1999; 2000 had 66% reporting rate.
- Safety Meeting will be held 4 April 01 – email has been sent out on this.

- Safety reports are now required on a monthly basis.
- Drive Safe, Play Safe, Fly Safe!

MSGT LARA:

- Pre-Eval – exercise all equipment. Get out and participate.
- 1 Apr 00 – Daylight Savings Time
- When you receive South Carolina Wing SAV report, please read it **very carefully**. You can learn from their SAV. You will receive all questions ahead of time. The same team that is going to do the inspection will come and do the SAV. Continue to support your state and local activities.
- **BE SAFE IN AIR AND ON GROUND!**

COL PAYNE:

- We have a possible candidate as CTWG Chaplain. He has already been accepted by National, but he must meet with his church for their approval. He is a former Air Force pilot and he would like to be involved in search and rescue in addition to his chaplain duties. We hope to hear from him soon.
- We had an ELT mission last evening. Thank you to those who responded.
- You will receive National Board minutes when we receive them.
 - One of the highlights was that National will now pay for the full hour for the aircraft plus the ferry time for cadet orientation flights. However, the orientation flights will change from nine to five and a new CAP Form 77 will be created.
 - Uniform changes:
 - Mess dress has been approved to be worn by CAP enlisted members
 - We have some CAP members who are also non-commissioned officers. They may now wear the gray epaulets on their CAP uniforms and they may pin the military rank on or wear their cloth stripes.
 - With the blazer uniform black nametag may only be worn on blazer and gray name tag and gray epaulets on aviator shirt.
 - Wing patch that is on sweater, poplin jacket, all weather coat and cardigan sweater are to be removed, effective immediately. Wing patch may still be worn on the BDU shirt and jacket.
 - White golf shirt will be replaced by dark blue shirts with embroidered insignia by the end of this year (October)
 - Flight suit – remove plastic insignia and leather name tag – there will now be cloth ranks sewn onto the flight suit – more to follow.
 - Check out the new CAPR 39-1 when it comes out.
- Governor Rowland has sent letters to those members who were activated during Storm Emily thanking them for their participation. Some of the letters are being sent to the members homes but 1LT Shapiro, Cadet Jeremy Shapiro

and MAJ Wrobel's have come to CTWG. Thank you to all that participated. OEM is very pleased with us, and the Governor is aware of who we are!

- I am very pleased with the work that CTWG is doing. Thank you for making us the wing that we are!
- LTC Richard Hazelwood, NER Director of Finance, passed away on 17 Mar 01.

LTC LEVITT:

- Power Point presentation showing the financial status of CTWG that will be shown to ADJ GEN Cugno was shown and critiqued. ADJ GEN Cugno is considering moving CTWG from the Department of Public Safety to the Military Department. This would be in our best interests since we are now working with OEM.
- 23/24 Mar 01 – EMS Conference – we are still in need of cadet help during the day on Friday. Thank you to 1LT Pienkosz for all his efforts concerning this conference.

AWARDS/PRESENTATIONS:

- CAPT Ben Carroll was presented his Wings by COL Payne.

With nothing further to come before the meeting, it was adjourned at 2035 hrs.

Respectfully submitted,

/s/ Jeanne Leone

Jeanne Leone
Commander's Administrative Assistant

Cc: CTWG Staff & Squadrons